

Instructions for completing the Annual Compliance Certification form.

Part 1 – Facility Information and Certification

Facility Name – Name of the facility.

Facility Location – Site address, street and town.

Title V Operating Permit Number – Number assigned to facility's individual Title V permit, or other Temporary Permits or State Permits to Operate, if applicable.

Permit Issuance Date – Date of issuance of Title V permit, or of other Temporary Permits or State Permits to Operate, if applicable.

Reporting Period – Typically from January 1 through December 31 of the previous year, except when the permit was issued during the year being reported, then from issuance date until end of calendar year.

Responsible Official – The person, or designated representative, in charge of a principal business function, or any other person who performs similar policy or decision-making functions and specified as such in the Title V Operating Permit application.

Permit Contact Person – The person with primary responsibility for managing environmental compliance, if different from the Responsible Official.

Certification of Compliance Statement – This statement must be signed by the Responsible Official and certifies the accuracy of information contained within the Annual Compliance Certification Report.

Part 2 - Listing of Compliance Status for Applicable Permit Terms and Conditions

Column (1) Permit Condition # - Identify each permit condition by the section and item number used in the permit.

Column (2) Summary of Permit Condition Requirements - Give a brief description of the permit condition being cited (see examples in Section I of the Title V Operating Permit Reporting Guidance).

Column (3) Compliance Status – State the compliance status over the reporting period as Continuous "C", Intermittent "I", Non-Compliant "N", or Not Applicable "NA" as described in Section I of the Title V Operating Permit Reporting Guidance.

Note : If a source becomes aware of other material information that indicates that an emission unit has experienced periods of non-compliance with an applicable requirement even though the unit's permit required recordkeeping indicates compliance, the source must consider this information, identify and address it in the compliance certification, and certify accordingly. Sources may not ignore obvious relevant information and risk omitting material information, or making a false certification of compliance.

Column (4) Monitoring Frequency - Indicate **Continuous** "C" or **Intermittent** "I". Indicate "C" **only** if a CEMS or COMS unit is the monitoring method used and the monitor has met the minimum data availability requirements specified in Env-A 808 during the reporting period. If the source chooses, it may indicate **Not Applicable** "NA" (instead of Continuous "C") **only** if it is certifying compliance with one of Sections I through VII of the permit which identify the source, its primary activities, the permitted devices and the pollution control equipment, and which require no action on the part of the Title V source in order for it to comply with the permit.

Column (5) Monitoring Method - Monitoring Method Abbreviations: Recordkeeping Requirements (RR), Source Testing (ST), Continuous Emissions Monitoring (CEMS), Continuous Opacity Monitoring (COMS), No Visible Emissions (NVE), Opacity Observations (OP), and Operation & Maintenance Plans (OMP). Monitoring methods are not limited to these choices only.

Column (6) Summary of Deviations from Requirements, if applicable – If there is a deviation from any permit requirement, it must be noted in this column. If the deviation has previously been reported to DES, then briefly state the deviation and when it was reported. If any deviation has not been already reported to DES, then complete the data required by Part 3 of the report.

Part 3 – Deviation Report

Column (1) Permit Condition # - Identify each permit condition by the section and item number used in the permit.

Column (2) Device – List which permitted device, if applicable, deviated from its permit requirements.

Column (3) Pollutant – If the deviation resulted in an emissions exceedance or violation, list the pollutant(s) involved. **In addition, calculate the amount of excess emissions caused by the permit deviation and submit this information with this report.**

Column (4) Deviation Description – Describe the condition that was deviated from.

Column (5) Deviation Date – List the date(s) on which the deviation occurred.

Column (6) Deviation Duration – State the times that the deviation began and ended.

Column (7) Cause of Deviation - Describe the events or conditions that led to the permit deviation.

Column (8) Corrective Action – State the actions that were taken to correct the deviation and to prevent future reoccurrences.